



Lewis Little Folks

OLDER SUMMER CAMP 2010

REGISTRATION / INFORMATION PACKET

Dear Parents,

We are excited to present our plans for our 2010 Summer Camp Program for older children! This camp is for older children going into fourth, fifth, sixth grade or older. We are looking forward to a fun filled summer with your child.

This camp will be operated separately from our traditional, younger summer camp. The children will have all activities and field trips on their own. LLF will be renting an outside educational classroom trailer as a separate classroom for the older children. This modular classroom will be inspected and licensed by the local building department, fire department and the Ohio Department of Jobs and Family Services (State Licensing). The modular classroom will be used on a limited basis for indoor play, eating, and for storing children's belongings. The modular classroom this year will not be equipped with a restroom for the children. The children will have access to a private bathroom inside LLF and will take periodic breaks throughout the day to use it.

Our summer camp program has been planned to provide an exciting calendar of activities. We have scheduled physical fitness activities such as water parks and sports classes. We have at least 11 fun field trips planned which are more appropriate for older children. The teachers in the classroom will be scheduling their own lesson plans to include arts and crafts, organized outdoor games and activities, "bring your bike/scooter to school days", cooking projects, and nature walks. We are also planning on participating in an on-going community service project which will include holding bake sales and car washes. The older camp class will have a scheduled "learning time" each week. This will be a designated quiet time in the classroom for children to do workbooks, reading, etc. Each parent will be responsible for providing the bridge book, workbook, reading book, and/or learning materials for their child. We believe this small amount of time each week will be helpful for the children to keep up with school work throughout the summer.

Third graders from the younger summer camp program will be allowed to participate in one field trip with the older camp this year. This trip will be Fun-N-Stuff the first Friday of camp.

We have arranged for a yellow school bus through the Berea School System for field trip transportation, but parent chaperones will be needed for all field trips. A detailed calendar of events and times will be distributed to parents of registered children at a later date before summer camp begins. Along with this calendar, parents will be asked to sign up to chaperone field trips. We are asking for each parent to sign up for at least one trip. More information on chaperone sign-ups will be coming.

If you are enrolling your child in our camp program for this year, please retain the information in this packet for reference during the camp program.

General Information

Swimming: There are four local water park trips and one trip to Wildwater Kingdom planned for this year's older summer camp. The local trips will be at the Middleburgh Hts. and Fairview Park indoor/outdoor pools. The children will have access to the shallow and deep pools and diving boards at all pools. Also, there will be planned water play days at LLF including slip-n-slides, sprinklers, water balloons, etc.

Swimsuits and towels will need to be kept at LLF all week for outdoor water play, and the children can change into their swimsuits for the water park field trips. Swimsuits and towels will be sent home each Friday for washing. We recommend you put your child's clothing and towels in a backpack. For water park trips, girls with long hair should have their hair tied back or in a ponytail to keep hair off their face and prevent tangled hair. We also request that children do not wear any jewelry for water activities.

Bus transportation: We have arranged through the Berea School System to transport the summer camp class to all field trips and all swimming lessons on a school bus.

For all activities, especially field trips, we require that your child travel with the group. Parents wanting to directly drop off/pick up their child to/from the activity causes unnecessary confusion for the staff. Therefore, unless emergency situation dictates alternative arrangements, each child is to be dropped off/picked up from LLF.

Camp T-Shirts:

We are asking for all parents to provide your child with a **yellow** Lewis Little Folks T-shirt, which can be purchased in the LLF office for \$6.00. T-shirts will be available for purchase during the first week of camp. If your child already has one of these shirts, this purchase is not necessary. We would like for each child to have this particular T-shirt on during each field trip. It helps our teachers and chaperones quickly identify children with our group. We also encourage parents who plan to chaperone to purchase a shirt to wear on our field trips. Adult T-shirts are \$7.00. **Please clearly label your child's T-shirt with your child's name.**

Chaperones:

We will be asking parents to each volunteer as a chaperone for at least one field trip during the summer. We have decided that one adult chaperone (this includes teachers) is needed for every five children. Also, if your child has had discipline problems, the staff has the option of denying the child from going on the next field trip or requesting the child's parent to accompany him/her on the next trip. A chaperone guideline sheet will be given to parents prior to the field trip you will attend.

Permission Forms:

State Licensing requires that parents sign permission for each individual field trip. A form listing these trips, times, and information for each trip will be given to parents at the beginning of camp. We will need these forms completely signed before your child can go on field trips.

Sunscreen & Water Bottle:

We plan to get the children outside for play, fresh air, under the sprinkler, etc. weather permitting every day. Sunscreen and water bottle is optional but encouraged. If you would like your child to have sunscreen applied during camp, you will need to complete a sunscreen form that will be given to you at the beginning of camp and provide sunscreen to the camp teachers with your child's name labeled on the bottle.

Extra Clothing: Please make sure your child has two sets of extra clothes to leave in his/her locker at school. All clothing should be labeled with child's name.

Attendance: Most of our activities will start at 9:00 a.m. Please have your child at the daycare by 8:30 a.m. for attendance. If your child will not be attending that day, please notify the office (3-5264) as soon as possible. Breakfast is served between 8:00 and 9:00 am.

Behavior: We are working to create a safe and happy summer camp for the children, staff and parents. To realize this goal, there are three basic expectations that must be followed for everyone's safety:

1. Behavior that is physically, mentally, or emotionally harmful will NOT be tolerated.
2. Respect is always expected for ALL staff, parents, and children.
3. Damage or destruction of LLF property WILL NOT be tolerated.

Failure to follow these guidelines may result in a request for parents to keep the child back from a field trip or to terminate their child's enrollment in the summer camp program with a loss of all camp fees.

Illness Policy:

Summer camp students will also be following the LLF Communicable Disease/Illness Policy from the LLF Parents Policies and Procedures Packet. Please review this policy as it will be enforced as needed based on illnesses.

Enrollment/Fees

Enrollment to this summer program is open to children entering fourth, fifth, and sixth grade and older. We are planning to enroll 30 children in the camp program with 2 full time, qualified teachers, Ms. Karen and Ms. Shelly. Our teacher/child ratio will be 1:15, which is lower than state licensing requires. LLF reserves the right to move children between the 2 summer camp programs based on enrollment levels, age, and maturity levels. The program begins June 14, 2010 and runs through August 20, 2010 (10 weeks). **By enrolling your child in our program, you are committing to paying for the entire 10 weeks.** No partial enrollment will be accepted. LLF needs to employ adequate staffing and ensure all expenses are covered regardless of the number of children in attendance; therefore this policy is in effect. Your security deposit will be applied to weeks 9 and 10 if your child is withdrawing from enrollment at the conclusion of camp.

Camp fees: A NON-REFUNDABLE activity fee of \$200.00 for each child is due to enroll your child in summer camp. This activity fee covers the cost for transportation, field trips, music classes, arts and craft supplies, etc. The fee cannot be prorated. We have tried to keep the fee reasonable, and yet offer some exciting and unique opportunities for the children.

Weekly Tuition: The weekly tuition rate for the summer program will be between \$135.00 - \$145.00. You will be notified as soon as possible when the tuition amount is set. Please note that this fee is subject to change based on final approval by the Board. The LLF vacation policies for notification and vacation rates remain in effect.

Registration Fee/Security Deposit: There is a registration fee and security deposit for children enrolling for the first time at LLF. If you are re-enrolling your child, the registration fee will be waived, but a security deposit will be charged and returned to you for your last two weeks of camp (weeks 9 & 10). Please refer to enrollment information page for additional information.

LLF 2010 Tentative Older Summer Camp
Field Trips & Activities
(Dates and times will be on upcoming calendar)

WILDWATER KINGDOM
CLEVELAND INDIANS GAME
YODER'S AMISH FARM
FUN - N -STUFF
(This trip includes 3rd graders)
BUMPER BOWLING
CUYAHOGA COUNTY FAIRGROUNDS
FAIRVIEW PARK WATER PARK
MIDDLEBURG HTS. WATER PARK
GREAT LAKES SCIENCE CENTER
ROLL ARENA
LASER QUEST
SPORTS CLASSES
WEEKLY CRAFTS
WEEKLY OUTDOOR ORGANIZED ACTIVITIES
COOKING PROJECTS
BAKE SALES
CAR WASHES
SPANISH CLASS AT LLF
DRUMMING SHOW AT LLF

*MORE FIELD TRIPS MAY BE ADDED BEFORE CAMP BEGINS

LLF 2010 *Older* Summer Camp Registration

Child's Name _____

Child's Birthdate: _____ Grade Entering in Fall _____

Parent's Name _____

Parent's Work Phone Number _____

Child's Shoe Size (for bowling) _____

To help us plan better, which weeks will your child be attending?
(Check all that apply)

Check here

June 14 - 18	_____
June 21-25	_____
June 28 -July 2	_____
July 6-9	_____
July 12-16	_____
July 19-23	_____
July 26-30	_____
Aug. 2-6	_____
Aug. 9-13	_____
Aug. 16 - 20	_____

If a family will be on vacation during camp, LLF's vacation rate applies.
Please refer to the Policies and Procedures handbook to properly inform LLF
of your vacation dates so that a credit can be applied to your account.

LEWIS LITTLE FOLKS, INC. ELIGIBILITY CERTIFICATION

I hereby certify that I my child(ren) are eligible to participate in the Lewis Little Folks (LLF) Summer Camp Program based on my status as:

____ Active NASA Civil Service Employee

____ Spouse/Dependent of Active NASA Civil Service Employee

____ Retired NASA Civil Service Employee

____ Spouse/Dependent of Retired NASA Civil Service Employee

____ In-House NASA Support Service Contract Employee

Contractor _____

Contract Number _____

____ Spouse/Dependent of In-House NASA Support Service Contract Employee

____ Other (Specify) _____

Name _____
(Print child's name)

Parent's Name _____ Date _____

Signed _____
(Parent's signature)

Telephone _____
(Parent's work number)

Mail Stop _____
(Or other address)

LLF BEHAVIOR CONTRACT

I (child's name) _____ agree to follow the rules listed below, while attending the LLF Summer Camp program.

1. FOLLOW CLASSROOM RULES AT ALL TIMES
2. FOLLOW FIELD TRIP RULES: STAY WITH AND FOLLOW DIRECTIONS OF CHAPERONE, RESPECT PROPERTY AT FIELD TRIP SITE
3. FOLLOW SCHOOL BUS RULES
4. STAY IN STAFF DIRECTED AREAS
5. RESPECT LLF STAFF, PARENTS, CHILDREN AND LLF PROPERTY

*Specific details of rules will be explained to children at the beginning of camp.

If I choose not to follow the rules, I understand the consequences of my actions are as follows:

1. I may be redirected to another activity.
2. I may be given a supervised time out.
3. I may receive a written warning or phone call to my parent.
4. I may be temporarily removed from the summer camp class and/or from attending a field trip or event.
5. I may be suspended either temporarily or permanently from the LLF summer camp program; the length of the suspension will be decided by the Director or their representative. Both the frequency and severity of a behavior may be used to make this determination.

Note: Parents- please review these rules with your child so that everyone attending may have a safe and fun-filled camp experience.

Signature of parent/guardian _____

Date _____

2010 SUMMER CAMP ENROLLMENT INFORMATION:

The following items are required to register your child in Summer Camp:

1. A child who is eligible to attend Fourth, Fifth, Sixth grade or older with a parent or legal guardian or grandparent who is a NASA Civil Servant, Support Service Contractor, or Lewis Little Folks employee.
2. The attached Registration Form, Eligibility Certification Form, and Behavior Contract, completed.
3. Activity fee of \$200.00 in check or money order (no cash please) made out to Lewis Little Folks. Please take note that this fee is non-refundable and will be used towards all field trips and events.
4. Parents of children not previously enrolled in LLF (new students) will also be required to pay a \$50.00 registration fee in check or money order made out to Lewis Little Folks at the time of enrollment. Then, at the beginning of summer camp, a security deposit equal to two weeks tuition will be due for children not currently enrolled at LLF. This security deposit will be applied to the final two weeks' tuition of enrollment.
5. Parents of children not currently enrolled, but who have previously been enrolled at LLF, will be charged the security deposit as described in #4. The registration fee will be waived.

If the above items are not present at the time of registration, your child will not be considered registered in LLF's Summer Camp Program until all items are received. There will be no "holding" of spots without all of the required registration materials.

DATES AND TIMES OF ENROLLMENT:

Beginning April 13, 2010: Current LLF Students and Siblings of Current Students:
Enrollment forms and payment can be turned into the LLF office between 8:00 am – 5:00 pm each day.

Beginning April 19, 2010: Former LLF Students (meeting eligibility requirements above).
Enrollment forms and payment can be turned into the LLF office between 8:00 am – 5:00 pm each day.

Beginning April 26, 2010: Enrollment is open to any child or grandchild (meeting eligibility requirements above) of a NASA or contractor employee. Enrollment forms and payment can be turned into the LLF office between 8:00 am – 5:00 pm each day.

Enrollment will continue until 30 children are enrolled.

